



JOB CLASSIFICATION

HUMAN RESOURCES ANALYST II

CLASS TITLE: Human Resources
Analyst II

EFFECTIVE 11/01/10
DATE:

WORKING TITLE:
DEPARTMENT: Human Resources
FLSA: Exempt

SUPERVISOR: HR Director
SUPERVISION: Yes

JOB SUMMARY

Under general supervision, performs a variety of highly responsible professional, technical and analytical activities in support of the City's human resource management program in assigned areas of functional responsibility; and performs related duties as assigned. A Senior Human Resources Analyst II performs difficult professional work in all functional areas of human resource management responsibility. Incumbents provide professional advice and counsel to supervisors and employees and perform their responsibilities with a significant degree of independence and application of professional experience and judgment. An incumbent in this class performs the more difficult work requiring broader professional knowledge gained through extensive experience and continuing professional development.

WORKING CONDITIONS

Employees work in a fast-paced office setting with low to moderate noise intensity, controlled environmental conditions, and extensive close work and CRT work. Work involves frequent deadlines and constant interruptions which requires significant mental concentration and attention to details to identify problems and analyze a variety of data. Employees may frequently need to deal with upset customers in a professional and businesslike manner. Some travel may be required to various facilities both in and outside of the city during day, evening and weekend hours. Physical activities frequently required by the work include sitting, standing, walking, fingering, grasping, talking, hearing, reaching, and repetitive hand motions. Physical activities occasionally required by the work include stooping, bending, twisting, crouching and squatting, and kneeling. The employee must occasionally lift and/or move up to 20 pounds.

DUTIES, RESPONSIBILITIES, AND ESSENTIAL FUNCTIONS

A single position in this class may not perform all the duties listed below, nor are the listed examples meant to limit duties that may be assigned to this class.

1. Assists in the development of strategies for meeting human resource challenges; assesses and recommends plans to meet human resources short and long-term strategic needs; reviews organizational structure and job designs and identifies potential issues; assists managers in the development of work plans; advises managers on the impact of changing job assignments, restructuring work units,

- the use of temporary staff and options for vacancies.
2. Provides guidance and assistance to management and employees on a wide variety of human resources issues and concerns; responds to requests for various human resource and benefit information.
 3. Conducts position classification and compensation studies; audits and prepares new or modified job analysis documents, class specifications and class concepts; recommends the classification of new or modified positions, classes and class series; designs and conducts special surveys and studies regarding compensation and other human resource management issues; recommends salary structure changes based on studies and analyses.
 4. Designs and implements employee recruitment and selection strategies, processes and programs; drafts job announcements, advertisements and other recruitment materials; develops and administers job-related selection procedures; coordinates assessment center activities; proctors exams; schedules and conducts interviews of potential candidates; fields and resolves candidate questions, complaints and appeals; researches and recommends changes to recruitment processes to streamline recruitment and selection processes.
 5. Ensures City compliance with federal, state and local employment laws, regulations and guidelines; ensures that established human resources policies and procedures are adhered to.
 6. Conducts new employee orientations; assists in organizing training workshops and meetings;
 7. Implements changes in policy as a result of change in legislation and case law; evaluates and streamlines policies and procedures.
 8. Administers the leave of absence program, including FMLA and OFLA; determines eligibility and processes leave of absence applications and requests; composes written correspondence and verbal communication on rules, guidelines and policies; monitors and tracks statistical data on various aspects of the leave of absence program.
 9. Assists with organizing assessment centers for employee development opportunities; schedules testing and obtains testing materials and facilities; evaluates the effectiveness of promotional processes using written testing and assessment center methods and researches alternative methods.
 10. Plans, coordinates, develops and administers the City return to work program; provides information on the City's return to work policy; assists employees with worker's compensation claims; works with City and department staff to locate positions for returning employees.
 11. Oversees processing and maintenance of human resources related documents.
 12. Conducts a variety of special projects, as directed.
 13. May provide lead work direction and guidance to other professional or support staff.

MINIMUM QUALIFICATIONS

Experience and Training/Education

A typical way of obtaining the knowledge, skills and abilities outlined above is graduation from a four-year college or university with a major in public administration, business administration, management, human resources, or a closely related field; and at least three years of progressively responsible human resource management experience with an employee base of 150 or more; or an equivalent combination of training and experience.

Working Knowledge Of:

Knowledge of:

1. Principles, practices and techniques of public personnel administration, including recruitment, testing and selection, EEO, classification and job analysis/evaluation, compensation administration, employee relations, employee development and performance planning and appraisal.
2. Principles and practices of employee and labor relations and contract administration practices.
3. Administrative principles and methods, including goal setting, program development and implementation.
4. Federal, state and local laws, regulations and court decisions applicable to the administration of human resource programs and employee relations practices.
5. Principles and practices of public administration, including reporting and maintenance of public records.
6. Research methods and data analysis techniques.
8. City functions and operations and associated human resource management issues.
11. City human resources policies and labor contract provisions.
12. Principles and practices of effective supervision.

Skill In:

- Effective business communication
- Operation of standard business computer software including MS Word and Excel software
- Best practices in HR management
- Classification and compensation methodologies and studies
- Exercising independent judgment and initiative within established guidelines.

Ability To:

1. Design, implement and utilize data gathering and reporting procedures.
2. Gather relevant data, analyze problems, evaluate alternatives and make appropriate recommendations.
3. Understand, interpret, explain and apply City human resource rules, regulations, policies and procedures and applicable local, state and federal legislation and regulations.

4. Present proposals and recommendations clearly and logically.
5. Represent the City effectively in dealings with employees and employee organization representative on a variety of human resources issues.
6. Communicate effectively orally and in writing.
7. Prepare clear, concise, accurate and persuasive reports, correspondence, analytical studies and other written materials.
9. Maintain confidential and sensitive information.
10. Exercise tact and diplomacy in dealing with sensitive, complex and confidential human resource issues and employee situations.
11. Establish and maintain effective working relationships with elected officials, department managers and supervisors, employees, employee organizations, and community organizations.

Other Requirements:

Possession of a valid Oregon driver license is required to be maintained throughout the course of employment. SHRM certification is desired.